

Weekly Report for Week Ending 11 June 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments - Active

25X1A9a

✓ a. OTR- Records Control Schedule

25X1A6d

25X1A2g

✓ b. File Systems - EIC Secretariat

25X1A9a

Schedules are being revised to permit retirement or destruction of certain records. Also stock levels in Supplemental Distribution at the Records Center are being adjusted to eliminate so many extra copies of items being retained in the Office. As of now we have destroyed 10 cu. ft. of records and transferred 9 cu. ft. to the Records Center. With few exceptions, we are removing all records dated prior to 1956.

✓ c. Installation of Subject-Numeric Files in OP, Personnel Procurement Division, Specialized Recruitment Branch.

25X1A9a

Completed inventory of all files with Chief/SRB. Instructed secretary on screening inactive material which resulted in emptying two safes which will be released after temporary visit

25X1A13c

initiated collection of all forms used in recruitment and study of procedures followed by SRB in processing these forms.

25X1A9a ✓ d. File Systems - OSI

25X1A8a

Installation of the Agency subject file system has been completed in the [REDACTED] Installment of the system continues in other branches.

25X1A9a e. Legislative Counsel

25X1A9a

Further action suspended until Mr. [REDACTED] completes the Institute on Records Management being held at National Archives.

25X1A9a

f. Summer Campaign to Save Safe Space [REDACTED]

Discussed with Leo Sherrod, Organization and Management Staff, Operations Department, Commerce, his "Spring Cleanup" Campaign aimed at economy through improved management of records, supplies, equipment, and floor space. Obtained complete kit of his promotion campaign for possible use in a similar CIA campaign. Prepared draft memo from DCI to all employees announcing Agency campaign. Obtained photographs of Records Center Annex for use by artists in preparation of poster on showing economies possible by improving use of safes. Arranged for coordination of proposed campaign with SAS whose poster frames may be used. Began preparation of promotion campaign.

25X1A9a g. Assistance to ARO/OCR in Records Management Program for OCR [REDACTED]

Obtained from ARO/OCR an informal report showing status of actions taken to implement recommendations made by RMS in last RM Survey of OCR. Discussed publications needed to promote improved records management in OCR.

3. Vital Materials

a. Microfilming of Vital Materials in the Office of Security commenced this week.

b. A memorandum authorizing the withdrawal and destruction of sixty-six (66) reels of obsolete microfilm has been received from ORR/Services Division. This authority for destruction resulted from a review made by Mr. [REDACTED] on a recent trip to the repository.

25X1A9a

25X1A8a

c. The responsibility for punching IBM cards, used as an index to the OCR Reference Library at [REDACTED] has been transferred from repository personnel to the OCR Machine Division. With this change, OCR/Library and OCR/Machine Division will jointly assume all responsibility for transferring, indexing and maintaining this collection. Mr. [REDACTED] will continue to keep abreast of the status of this collection and will continue to control the space and facilities necessary to store this collection.

25X1A6a

25X1A9a

25X1A9a

25X1A9a

d. Mr. [REDACTED] attended a DD/I Vital Materials Committee meeting held last Thursday. At this meeting Mr. [REDACTED] reviewed the final tabulations, compiled by each DD/I Office, of finished intelligence publications considered vital. Mr. [REDACTED] will provide us with a copy of this final reporting which will permit us to dispose of many series presently considered vital. This review also disclosed that two published series, presently being deposited as vital materials, should be transferred from the repository and included in the unclassified library reference collection located in the [REDACTED]

25X1A9a

25X1A6a

25X1A9a

- e. [REDACTED] accompanied
last weeks trip to the repository to deposit and withdraw DD/P
vital materials.

4. News

- a. Met with Chief, Physical Security Division/OS and discussed dis-
posal standards for receipts covering classified material. Left
a formal proposal with that Office requesting concurrence in
standards developed jointly by RMS and the Agency TS Control Officer.

25X1A9a [REDACTED]

[REDACTED]
25X1A9a